

(CLASSIFICATION)

63-5776

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-272Date 18 July 1963

TO : Deputy Director/Support

SUBJECT : Regulations

REFERENCE:

Can't we devise a better system for periodically reacquainting our personnel on changes in regulations? I think the present system of circulating each page or portion of the regulation at the time that it is changed is both time-consuming and inefficient. Have the Regulations Control Staff study the problem and see if periodically--say, annually or semiannually--we couldn't circulate the whole regulation book for review by those persons concerned. (I am also giving some thought to introducing the FBI system whereby personnel are periodically examined on their knowledge of regulations.)

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

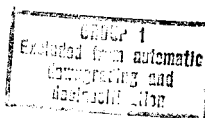
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SUSPENSE DATE: *Aug 14*

LBK:drm

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